

**HAZARDOUS MATERIALS OFFICER  
STUDY GUIDE**

A written examination for the class of **HAZARDOUS MATERIALS OFFICER** to be administered in **BOSSIER CITY** on **DECEMBER 13, 2005**, will consist of approximately 115 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the management, maintenance, and purchasing of equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	15.7%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-keeping practices, including preparation, content, and format, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	20.9%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	15.7%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>HAZMAT PLANNING, PREPAREDNESS, AND PREVENTION</b>  Knowledge of the operations of a hazardous materials response unit involving planning, organizing, directing, inspecting, and evaluating division operations, including site management and control; identification of hazardous materials; hazard and risk analysis; protective clothing and equipment needed; information management and resource coordination; product control, confinement, containment and neutralization; decontamination methods and procedures; pre-planning and prevention of hazardous materials incidents; and the coordination with other agencies for mutual aid.	47.8%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

#### **PRIMARY REFERENCE MATERIAL**

#### **INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Hazardous Materials: Managing the Incident, 2nd ed., 1995.

Hazardous Materials for First Responder, 3rd ed., 2004.

#### **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**PRINCIPLES OF FIRE PROTECTION CHEMISTRY**, Friedman, Raymond, NFPA, 2nd ed., 1989.

**OTHER RECOMMENDED PUBLICATIONS:**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**BUSINESS COMMUNICATION**, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**SPEECH A BASIC TEXT**, Jeffrey, Robt. C., and Peterson, Owen (LSU), Harper and Row Publishers, Inc., 10 East 53rd Street, New York, NY 10022, 2nd ed., 1983.

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**BUSINESS COMMUNICATIONS**, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**NFPA INSPECTION MANUAL**, NFPA, 7th ed., 1994.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

